

Action Tracking System

Action #	Action Title	Description	Due Date	Responsible Person	Status	Comments
1/02-01	CSB Brochure	Generate a CSB brochure	6/2/03	Ruth/Anngie	Closed Distribute Annually	Completed and delivered to CSB Board on 8/02; Anngie reported that CSB brochure well received (11/02)
1/02-02	CSB Speaker Topics & Distribution Plan	Generate a speaker topics and distribute through out community		Ruth	Closed Distribute Annually	Draft sample available. Brochure (b&w) will be distributed at Celebrate Fairfax! (fair).
6/02-01	CSB Video	Investigate the cost and feasibility of creating a video		Ruth	Dec.	Ruth reported on costs. Will look into producing a CSB video. Ruth is working with the Co. Cable Dept. to produce a video. Should be completed in Dec.
10/02-01	Clifton Lion's Club contact	Ruth will arrange for the mh vol. coordinator and the Lion's club to contact one another		Ruth	Closed	October 31: Follow-up needed
10//02-02	Lee District Town meeting	Ruth will have staff set up a table at the Lee district Meeting		Ruth	Closed	Staff participated at Lee District Town Meeting on October 26

10/02-03	Business Card	Create a business card for Board Members		Ruth	Closed	Business cards developed, printed and distributed Nov. 20.
10/02-04	Board /GCR Comm.Handbook	Compile a 3-ring notebook containing vignettes, speakers' bureau topics, talking points, FAQ, legislative names and address, critical needs, mission and vision statement, budget diagram	6/03	Ruth	Will be part of Bd. Members Handbook	Johnson will ask Board members to submit FAQ;
10/02-05	Core Services document	A leave behind document that clearly explains the extent of CSB services			Closed	Jim will have basic information available in Jan 03. This is tabled and Anngie will think about something similar to develop.
11/02-01	FAQ	Dev FAQ	6/03	Ruth/Anngie	Closed	Anngie will poll Board members
11/02-02	Legislative Contact List	Ruth will develop legislative contact List specific for each Board member	1/3/03	Ruth	Closed	
12/02-01	Confirm legislative Visits/appointments	Ruth will email Board members to confirm legislative visits/appt; board asked to respond by Friday if they can not make the appt.	1/3/03	Ruth	Closed	

12/02-02	Committee Meeting Time	Inquire if Will is willing to delay start of ADS Meeting till 7:30 p.m.			Closed	
	Sup. Hyland Town Meeting	Sup. Hyland convening Town Meeting with exhibits. Ruth will contact staff and Bd. Member re: participation	1/25/03	Ruth	Closed	Several CSB programs participated at Sup. Hyland's Town Meeting. Board member, David Bender also attended.
	Stephen Ministry	Stephen Ministry called to request a speaker to address substance abuse issues and participate on a panel. Ruth will contact staff and Board to arrange for participation	2/18/03	Ruth	Closed	Anngie Johnson, Charles Fletcher and an ADS staff person will participate. Rescheduled to March 18. Anngie attended.
	No. Va. Roundtable	Ben Pepper has made contact with the Roundtable for future speaking engagement		Jim Thur	On hold	Jim has had contact with Jim Dyke. CSB submitted 2 topic proposals to the Roundtable and Jim T. attended the May 03 meeting; Jim T. and Dave Redman to contact Jim Dyke in 8/03; Dave R. to follow-up – 12/03
	Annual Report Presentation	CSB to present its Annual Report to BOS at 2/10 meeting	2/10/03	Thur, Jessica B., Board members, Ruth	Closed	The Annual Report was also presented to the City of Fairfax and the City of Falls Church Councils.

	Co. Budget Hearings	Board member from each program committee will testify	4/8/03		Closed	
	Appt. with BOS	Each Board member is to make an appt. with their BOS during the month of March.	3/3/03		Closed	
	Annual Report	Discuss theme for next Annual Report			Closed	Thur suggested opportunity and independence as theme/topic; comm. approved
	Contact Civic Organizations	Contact civic groups for speaking engagements at meetings		Board members		Ruth and program staff will provide support; Ruth obtained 8/03 Com. Assn. Listing; Ruth gave Spk. Broch. to Fed. Pres. Carol Hawn for Sept. 18/03 mtg; Ruth will follow-up; Dave R. will contact Herb Taylor about contact at Fed. Of Civic Assns.
8/03	Website Info.	Govt. & Comm. Rel. info. will be on CSB website	Fall 03	Ruth		GRC Calendar, minutes and action tracking report to be on website
10/03	MIAW	4 th Annual	10/03/03	Ruth	Set up Booth/Di splay Closed	Very well attended. Distributed brochures and info.
10/03	Fall for Fx.	Event at Govt. Ctr.	10/04/03	Ruth	Set up Booth/Di splay	Distributed brochures and info.
10/03	Govt. Ctr.	Week long CSB	10/06-	Ruth	Set up	Quantity of brochures, info. Picked up

	Display	Display at Govt. Ctr.	14/03		Display/ Booth	
10/03	Sup. Kauffman	Town Meeting	10/25/03	Ruth/Prev.	Set up display	Distributed brochures/info.
11/03	Spkrs. Bureau request	No. Va. Family Services	11/13/03	Ruth/staff	11/13/03 Closed	Cathy Pumphrey will speak at SW meeting
12/03-01	League of Women Voters- Fx. Co.	Wkshp- Political Process	12/16/03	Ruth/Renee Alberts/Dave Redman	Closed	Dave Redman participated on the panel
1/04-01	Sup. Hyland Town Meeting	CSB will set up display and info. Tables	1/31/04	Ruth	Closed	All CSB program areas participated and staffed display tables
2/04-01	Annual Report Presentation	CSB to present its Annual Report to BOS at 2/23 meeting	2/23/04	Thur, Redman, Board Members, Ruth		
3/04-01	Co. Budget Hearings	Public Hearing	3/29-31	Bd. Chair, and Comm. Chairs to testify		All Board members should try to attend the hearings during CSB testimony
3/04 -02	Appt. with BOS	Each Board member is to make an appt. with their BOS during the months of March				